

SUPPLEMENTAL JOB DESCRIPTION

Classification: ADMINISTRATOR III

Function Code: 0071-095

Position Title: Administrator III

Date Established: 8/15/88

Position Number: 15933

Date Last Amended: 7/28/05

SCOPE OF WORK: Administers agency objectives by planning long-term policies or strategies and interpreting data to draw conclusions and defend decisions relative to the Medicaid Systems.

ACCOUNTABILITIES:

- Monitors vendor contracts, tracks deliverables and associated costs, processes vendor invoices, maintains projected versus actual schedules, and reports vendor performance to MMIS management.
- Evaluates, analyzes and implements business processes and practices to insure coordinated efforts amongst MMIS technology, business and contracted resources.
- Provides oversight of business functions of the MMIS and coordinates fiscal and business strategies.
- Plans, coordinates, implements and monitors short and long-term operational policies and procedures to support the Department's Medicaid activities.
- Prepares Advance Planning Documents (APDs) and project status reports for MMIS management in accordance with federal prior approval regulations to secure federal approval and funding for MMIS initiatives.
- Prepares and analyzes requests for proposals (RFPs) to procure systems vendors and coordinates the review and evaluation of vendor bids submitted in response to the RFPs.
- Consults and interacts with Departmental program areas and other organizational units to meet MMIS user needs and to ensure compliance with Departmental programmatic and fiscal objectives.
- Identifies and evaluates quality enhancement initiatives to insure improvements in the vendor procurement and contract management processes.
- Develops, analyzes and interprets policies, performs research and provides related technical assistance related to MMIS and Medicaid Operations to MMIS Management and to systems users.
- Evaluates data and materials to improve operations and services. Makes recommendations for new procedures or operational changes based on opportunities identified.
- Provides leadership and training on MMIS policies and practices to Department staff.
- Supervises subordinate staff and ensures that subordinate employees receive a timely performance appraisal at least once per year; recommends or approves annual increment for subordinate employees who achieve satisfactory work performance.
- Provides MMIS-related requested data or documentation in support of agency or system audits.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in health administration, health analysis, information management, business administration, financial management or statistics.

Experience: Seven years' experience in health management, health analysis, information management, business administration, financial management or statistical analysis; four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

OR

Education: Bachelor's degree from a recognized college or university with major study in health administration, health analysis, information management, business administration, financial management or statistics.

Experience: Eight years' experience in business administration, accounting, finance, statistical analysis or health administration; four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation or related management experience.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Marilee Nihan, Adm III, #12393

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Marilee Nihan, Admin III, #12393

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved